

The New Westminster Museum and Archives has a 16 week summer employment opportunity which will run from May 6, 2024 to August 29, 2024; Sundays to Thursdays. However, a flexible week may be necessary in order to meet community programming and engagement needs. The New Westminster Museum is transitioning its role within its community; its mission is to enhance knowledge and deepen understanding of the City and its diverse peoples by illuminating past events, exploring current issues and facilitating conversations around future possibilities.

This position will support the archivist in processing archival backlog, making archival material more accessible, and bridging the archives with the museum. Please note that the staffing of the position and its duration are conditional on the approval of the grant application submitted to the Young Canada Works program.

Duties include:

1. Assisting the public with reference inquiries
2. Assisting with receiving of public donations and City transfers
3. Processing archival material
4. Data entry of records into the archives' database
5. Appraisal of materials
6. Providing archival advice, input, and services to fellow staff members
7. Report writing
8. Preparation of resources to assist users of the archives
9. Other duties as assigned by the Archivist

Requirements include:

- Registration in the Young Canada Works inventory at <https://young-canada-works.canada.ca> and aged 16 and 30 years, and full-time student status in the semester preceding the YCW job with intentions to return to full-time studies in the semester following the YCW job.
- Preferred completion the first year of a Masters of Archival Studies degree or the first year of either a Masters of Library and Information Studies degree or Library & Information Technology program each with an emphasis on Archives and/or Records Management (other candidates may also be considered depending on their qualifications and how those qualifications align with information management and public engagement within a heritage setting).
- Familiarity with the theory and principles of archival operations
- Ability to work co-operatively, as part of a team.
- Possession of excellent oral and written communication skills.
- Ability to pay close attention to detail.
- Familiarity with Microsoft Office and Adobe suites
- Ability to work 35 hours a week from Sundays through Thursdays.
- Ability to successfully pass and maintain a clear Police Information Check.

This position offers an hourly rate of \$22.12 plus 5.75% in lieu of benefits.

Apply by or before **April 28, 2024** by sending a covering letter and resume or CV in one pdf document online using our career portal located here:

<https://tre.tbe.taleo.net/tre01/ats/careers/v2/viewRequisition?org=Q8Z9AA&cws=37&rid=266>

Please include: **Attention Archives**

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.